

## ***VMS Temporary Solution***

### Problem –

The issue in Production was due to the use of a static variable used to retrieve the fields of a version. The effect of using a static variable is similar to the one generated by the use of a global variable. Therefore, any PHAs that may be concurrently logged on at any given time can inadvertently set the value of this global variable resulting in the display of the wrong version of the Form 52681-B page. This is affecting the Data Submission Process, and the Data Change Request Processes for Create, Review, and Authorize Data Change Requests

### Solution

#### **Data Submission**

- Log into VMS application
- Follow the Manage PHA Data link
- Follow the Enter PHA Data link
- Choose your PHA
- Go to List of Submissions
- Click on required month link
- Enter the data. Make sure that all required fields have been entered and that all the data have proper format. **DO NOT CLICK THE VALIDATE BUTTON.**
- Click the “Save” button
- Observe the System Message on the top of the screen:

“[Month YYYY] was saved successfully.”

Once you see this message, you can be assured that the form is saved, properly. If the form does not look right on the screen now, please ignore it.

- You can verify that the data was saved correctly by using the following steps:
  - Click the “Cancel” button
  - This will lead you to the List of Submissions page.
  - Choose the month that you just entered the data for.
  - Observe that the form is displayed with the correct fields and populated with the data that you entered before
  - Click the “Cancel” button, again

#### **Submit Quarter**

- Log into VMS application
- Follow the Manage PHA Data link
- Follow the Enter PHA Data link
- Choose your PHA
- Go to List of Submissions
- Click on the **[Submit Quarter]** link for desired quarter

- Observe the correct data on the form
- Click the “Submit” button
- You can be assured that, after this step, the form data has been submitted, properly. If the form does not look right on the screen now, please ignore it.
- You can verify that the data was submitted correctly by using the following steps:
  - Click the “Continue” button. This will take you to the List of Submissions page.
  - Click the **[View/Print Quarter]** link of the quarter that you just submitted data for.
  - Observe that the “View/Print Quarter” page is displayed with the correct fields and populated with the data that you entered before
  - Click the “<< Back to List of Submissions” link

### **Create DCR**

- Log into VMS application
- Follow the Manage PHA Data link
- Follow the Create DCR link
- Choose your PHA
- Go to List of Locked Submissions
- Click on required month link
- Enter the DCR data
- Click the Save or Submit button.
- You can be assured that, after this step, the form has been saved or submitted, properly. If the form does not look right on the screen now, please ignore it.
- You can verify that the data was saved or submitted correctly by using the following steps:
  - Click the “Continue” button. This will take you to the List of Locked Submissions page.
  - Choose the month that you just entered the data for.
  - Observe that the form is displayed with the correct fields and populated with the data that you entered before
  - Click the “Cancel” button

### **Review DCR**

- Log into VMS application
- Follow the Manage PHA Data link
- Follow the Review DCR link
- Choose your PHA
- Go to List of Locked Submissions
- Click on required month link
- Review and approve or disapprove the DCR data
- Click the Save button.
- You can be assured that, after this step, the form has been saved, properly. If the form does not look right on the screen now, please ignore it.
- You can verify that the data was saved correctly by using the following steps:

- Click the “Continue” button. This will take you to the List of Locked Submissions page.
- Choose the month that you just entered the data for.
- Observe that the form is displayed with the correct fields and populated with the data that you entered before
- Click the “Cancel” button

### **Authorize DCR**

- Log into VMS application
- Follow the Manage PHA Data link
- Follow the Authorize DCR link
- Choose your PHA
- Go to List of Locked Submissions
- Click on required month link
- Authorize the DCR data or not
- Click the Save button.
- You can be assured that, after this step, the form has been saved or submitted, properly. If the form does not look right on the screen now, please ignore it.
- You can verify that the data was saved correctly by using the following steps:
  - Click the “Continue” button. This will take you to the List of Locked Submissions page.
  - Choose the month that you just entered the data for.
  - Observe that the form is displayed with the correct fields and populated with the data that you entered before
  - Click the “Cancel” button